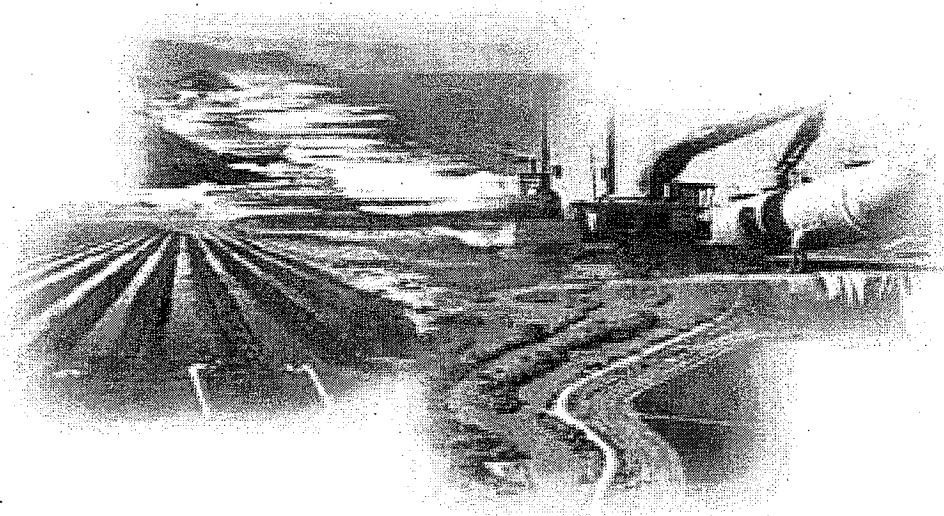


**State of California  
Water Resources Control Board**



**California Integrated Water Quality System  
Violations User Guide**

## **Introduction**

All violations must be entered into CIWQS in order to track compliance and prioritize enforcement. A violation is an instance of non-compliance with an order, the Water Code, or a basin plan. For more information on violations, see the Enforcement Policy

([http://www.waterboards.ca.gov/water\\_issues/programs/enforcement/](http://www.waterboards.ca.gov/water_issues/programs/enforcement/)),

The following information describes how to properly enter violations into CIWQS so what happened, where it happened, and who was responsible can be stored in CIWQS and displayed in reports.

This document starts with highlighting the required fields for a violation record according to the business rules and then goes field by field, tab by tab through the data entry process using the various modules within CIWQS. For more information on the business rules, consult the business rules intranet page at <http://waternet/oit/ciwqs/html/business.html>.

## **I. Business Rules (Required Fields/Links)**

### **General Information Tab**

- Violation Type
- Violation Description
- Status
- Occurrence Date
- Violation Source
  - ❖ Source ID (where applicable)
- Regulatory Measure (if present)
- Program

### **Related Parties Tab**

- Linked Organizations:
  - ❖ Regional Water Board (Relationship: "Water Board")
  - ❖ Organization that is responsible for the discharge (Relationship: "Responsible Party")
- Linked People
  - ❖ Regional Board Case Worker (Relationship: "Staff")

### **Related Places Tab**

- Linked Places:
  - ❖ The Discharger's Facility (Relationship: "Originating")

### **Linked Enforcement Actions, Documents, Addn. Info, and Attachments Tabs**

- NONE
-

## II. Data Entry Process

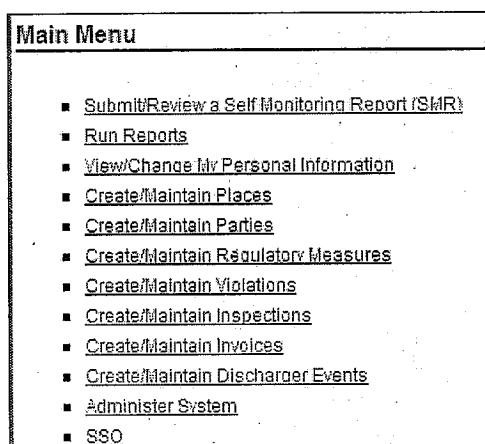
### General Information Tab

#### Business Rules:

- Violation Type
- Violation Description
- Status
- Occurrence Date
- Violation Source
  - ❖ Source ID (where applicable)
- Regulatory Measure (if present)
- Program

#### Instructions:

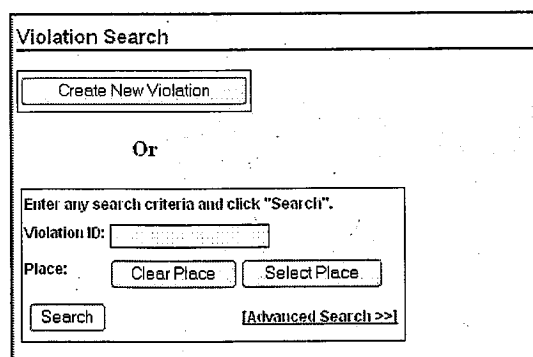
1. From the Main Menu of CIWQS select the "Create/Maintain Violations" hyperlink. It should be near the center of available choices.



**Main Menu**

- [Submit/Review a Self Monitoring Report \(SMR\)](#)
- [Run Reports](#)
- [View/Change My Personal Information](#)
- [Create/Maintain Places](#)
- [Create/Maintain Parties](#)
- [Create/Maintain Regulatory Measures](#)
- [Create/Maintain Violations](#)
- [Create/Maintain Inspections](#)
- [Create/Maintain Invoices](#)
- [Create/Maintain Discharge Events](#)
- [Administer System](#)
- [SSO](#)

2. When the initial violation screen appears, you have the option of either creating a new violation record, or searching for an existing record.



**Violation Search**

Or

Enter any search criteria and click "Search".

Violation ID:

Place:

[\[Advanced Search >>\]](#)

- To search for an existing violation record, enter the violation ID or select a place and press "Search". For more search criteria click the "[Advanced Search>>]" hyperlink.

Enter any search criteria and click "Search".

Violation ID:

Place:

[\[Advanced Search>>\]](#)

- The search results returned display ten at a time and are limited to 300 records. You can choose to see more records at a time, a specific set of the results, or export the results to Excel. Exporting the results will export all of the records that meet your criteria, even if over 300 results are returned.

Violation Search

Or

Enter any search criteria and click "Search".

Violation ID:

Place:

[\[Advanced Search>>\]](#)

Export as an Excel worksheet using this hyperlink

Sort by clicking the column heading that you want to sort by

Navigate through the search results using these options.

Your query has been limited to 300 results. You may add additional search criteria to further target your search results.

Search Results

Violation ID	Violation Date	Violation Type	Serious/Priority?	Place Name	Program	Status	Staff Assigned	Description	Linked to Enr Act	
<a href="#">139144</a>	08/17/2000	Permit Condition		Baxman Gravel Co Inc	Industrial Stormwater	Violation	ALWELLMAN	FAILURE TO KEEP COPY OF STORM WATER PERMIT ON SITE.	Yes	<a href="#">duplicate</a>
<a href="#">139237</a>	02/21/2000	Sanitary Sewer Overflow/Spill		POINT ARENA WASTEWATER TRT.PLT	Nonsubchapter 15	Violation	ALWELLMAN	DISCHARGED 8,000 GALLONS UNTREATED SEWAGE TO POINT ARENA CREEK	No	<a href="#">duplicate</a>
<a href="#">139147</a>	02/09/2000	Sanitary Sewer Overflow/Spill		SANTA ROSA CITY WWTP, LAGUNA, SANTA ROSA CITY WWTP, LAGUNA	NPDES	Violation	Katharine Spivak, Paul Keiran	ON 2/5/00 AT 2:30 P.M. A BACKUP IN THE CITY OF SANTA ROSA'S SEWER CAUSED A PRIV...	No	<a href="#">duplicate</a>

Export to Excel Show: 10 previous 1-10 of 300 next

Internet

- You can also sort the results by the columns that are returned by clicking on the column headings. All results that match the criteria are sorted, even if over 300 results are returned.
- After searching you can select the violation you want to view from the search results table by clicking on the Violation ID hyperlink.
- To create a new violation, press the "Create New Violation" button.

8. The first screen displayed after pressing the "Create New Violation" button will ask you if this violation is for an existing regulatory measure.

Is this a violation of an existing regulatory measure?

If you click Yes, you will be asked to search for the regulatory measure being violated.  
If you click No, you will be asked to search for the place associated with this violation.

- a.1. The majority of violations are for existing regulatory measures, but from time to time one isn't. If your violation is for an unregulated site, press "No". You will be taken to the Place Search screen where you will locate the facility the violation is for. Enter the appropriate search criteria for your facility and press "Search". You may use additional search criteria by selecting the advanced search hyperlink. When the results are returned click the "Select" hyperlink in the far right column of the table.

Enter any search criteria and click "Search".

Place ID:

Place Name:

Place Type:

[\[Advanced Search >>\]](#)

- a.2 The place selected will be related to the violation with the role/relationship of "originating." Proceed with completing the violation record.
- b.1 If your violation is of an existing regulatory measure, press "Yes." The regulatory measure search screen will appear. Enter the appropriate criteria and press "Search" to locate the associated regulatory measure. You may use additional search criteria by selecting the advanced search hyperlink. Press the "Select" hyperlink in the far right column of the results table to link the regulatory measure.

Violation Creation: Regulatory Measure Search

Enter any search criteria and click "Search".

Regulatory Measure ID:

Regulatory Measure Type:

Number/Identifier:

[\[Advanced Search >>\]](#)

Export to Excel Show:

Search Results

Regulatory Measure ID	Title	Program	Regulatory Measure	Order Number/Primary Identifier	Facility	Effective Dates	Action
148433	WDR 01-094 for OAKDALE, CITY OF	Nonsubchapter 15	Waste Discharge Requirements	R5-2001-0094		04/27/2001 -	<a href="#">Select</a>

- b.2. Linking the regulatory measure will automatically make the following links:

Entity	Relationship to Existing Regulatory Measure	Relationship to New Violation Record
Place	Regulated By	Originating
Party	Discharger	Responsible Party
Regional Board	Regulating	Water Board
Staff	Staff	Assigned Water Board Staff

The program that is associated to the regulatory measure is associated to the violation. Also the enforcement actions that are related to the place where the violation occurred, display on the Linked Enforcement tab. (The violation is not automatically linked to the enforcement action.)

9. After selecting a regulatory measure or place, you will be taken to the violation general info screen of the violation record. On this screen there are several fields that are required by the system as well as some additional ones required by the business rules.

<b>Save</b>	
Violation ID:	New (linking to WDR 01-094 for OAKDALE, CITY OF)
Violation Type:	
Violation Description:	

10. Start by selecting the appropriate Violation Type. If you cannot determine the appropriate violation type consult the business rules linked to at the beginning of this document.

<b>Violation</b> <a href="#">[Back to Search Screen]</a>	
Violation ID:	Program:
Water Board:	Staff Assigned:
Facility:	Status:
Order #:	
<a href="#">General Info</a> <a href="#">Related Parties</a> <a href="#">Related Places</a> <a href="#">Linked Enforcement Actions</a> <a href="#">Documents</a> <a href="#">Addn. Info</a> <a href="#">Attachments</a>	
<b>Save</b>	
Violation ID:	New (linking to WDR 01-094 for OAKDALE, CITY OF)
Violation Type:	Reporting -> Late Report
Violation Description:	

11. Next, enter a violation description. Describe what occurred to cause the violation. Please be as detailed as necessary but as brief as possible. For example: 8M05; Effluent violation; BOD monthly average; limit 30 mg/L / reported 47 mg/L. Full requirements for the violation description can be found

in the business rules document. Violation descriptions can be viewed by the public in reports.

Violation Type:*	Reporting -> Late Report
Violation Description:*	Monthly monitoring report for August 2008 was 30 days late.

12. For the violation record, the comment field is to be used as needed but not required. Comments can include additional information about the violation, the reason for a status change, etc. Additionally, you are not required to enter a corrective action, but if the discharger has performed one it is recommended that you do.

Violation Comments:	Report due 09/20/2008, received 10/02/2008.
Corrective Action:	Discharger reported that lab processing took too long; will sample earlier in the month.

13. There are only three statuses for violations: "Violation", "Potential", and "Dismissed". The first, "Violation", is for confirmed violations. "Dismissed" is for violations that were violations but additional information has negated them. Violations that were created in error should be deleted. See your CIWQS Coordinator for more information on deleting violations. "Potential" is for violations that need to be confirmed by staff.

Status:*	Violation
----------	-----------

14. The dates portion of the general information tab is for the Discovery and Occurrence dates. The Occurrence date is required, the Discovery date is not. The Discovery date is the date that the violation was discovered. The Occurrence date is the date the violation occurred. For continuing violations use the last day of the reporting period. For late reports use the day after the report was due. If the date of the violation isn't known use the date it was discovered.

Discovery Date:	10/02/2008
Occurrence Date:*	09/21/2008

15. Next you must select the source of the violation. The source is how the violation was discovered. The source can also refer to the CIWQS reporting module that created it. Certain source categories will allow you to link a specific source to the violation. For example, if a violation was found during

an inspection, you can search for and select the specific inspection record. This can be done after saving the violation for the first time and pressing "Select Source." Selecting the specific source should be done when the source is Inspection or Report. When violations are automatically generated through eSMR or SSO, CIWQS will link the violation source and violation source ID. The violation source ID is also prepopulated when a discharger or staff person creates a violation in the eSMR module, including violations associated to paper tracked reports.

Violation Source:	<input type="text" value="Report"/>
Violation Source ID:	<input type="text"/> <input type="button" value="Select Source"/>
Regulatory Measure:	WDR 01-094 for OAKDALE CITY OF

16. If a regulatory measure was not selected initially, you may do so at anytime. If the regulatory measure selected is not the correct one, you may over-write it by clicking the "select" button and searching and selecting a new one. If you do this, be sure to unlink any duplicate or incorrect related parties and places. CIWQS checks the effective date of the regulatory measure to make sure the violation occurrence date is after the regulatory measure effective date.

17. Below the regulatory measure is the Program of the violation. The program from the regulatory measure is the default but you are allowed to change the program as necessary and must select one if you did not link a regulatory measure. When a regulatory measure is associated with more than one program, the program comes over as null so be sure to select the correct program.

Regulatory Measure:	WDR 01-094 for OAKDALE CITY OF
Program:	<input type="text" value="Nonsubchapter 15"/>

18. Certain violations require monitoring locations to be selected but they only become available if a regulatory measure that is associated with monitoring locations has been linked to the violation.

Monitoring Location:	<input type="button" value="Select"/>
----------------------	---------------------------------------

19. If your violation is a Priority violation please mark the available checkbox, if you're not sure consult the Enforcement Policy. Note: "Priority" is not specific to NPDES. NON15, 401 etc. also have "priority" violation guidelines. All NPDES Serious Violations are Priority violations as well.

<input type="checkbox"/> Priority Violation:
--



20. The "NPDES Serious Violation" and "Otherwise Subject to MMP Chronic Count" check boxes are only available for violations that are linked to NPDES permits. You must check Serious if the violations is in exceedance of a CAT1 parameters by 40%, a CAT2 parameters by 20%, or is a late reporting violation and the report is more than 30 days late.

The "Otherwise Subject to MMP Chronic Count" should be checked if the violation is a chronic toxicity violation and the permit does not contain numeric effluent limits for toxic constituents. In other words, only check if you have an exceedance of TUc, but the permit has no limits for metals and other priority pollutants.

If the violation is not subject to MMP please select a reason from the available dropdown.

<input type="checkbox"/> NPDES Serious Violation:	
<input type="checkbox"/> Otherwise Subject to MMP Chronic Count	If violation is not subject to MMP, select a reason: <input type="text"/>

21. Now that your General Information tab is complete, press "Save". You may also use the keystroke short cut of CNTRL+S if you are using Internet Explorer.

General Info	Related Parties	Related Pla
<input type="button" value="Save"/>		
Violation ID:	New (linking to	

22. Proceed to the Related Parties tab.

## Related Parties Tab

### Business Rules:

- Linked Organizations:
  - ❖ Regional Water Board (Relationship: "Water Board")
  - ❖ Organization that is responsible for the discharge (Relationship: "Responsible Party")
- Linked People
  - ❖ Regional Board Case Worker (Relationship: "Staff")

### Instructions:

1. If a regulatory measure was selected at the initial creation of the violation record or subsequently, you must confirm that the correct parties are linked. There must be a responsible party, a Water Board, and an assigned Water Board staff. If only a place was linked, please follow steps 1a through 5 to link all needed parties.

Link an Organization			
Organization Name *	Role/Relationship *	Comment	Start Date *
Oakdale City	Responsible Party		11/04/2008
Central Valley Regional Water Quality Control Board, Sacramento Office	Water Board		11/04/2008

- a. Press the "Link an Organization" button to begin the process of linking either the discharger Organization or the Regional Board.

Related Organizations
<input type="button" value="Link an Organization"/>

- b. The Party search screen will appear when the "Link an Organization" button is pressed. Search for the organization by entering search criteria, such as the appropriate Party ID or Party name, and press "Search".

<b>Party Search</b>	
Enter any search criteria and click "Search".	
Party ID:	<input type="text" value="32420"/>
Party Type:	<input type="text" value="Organization"/>
Name:	<input type="text"/>
Mailing Address:	<input type="text"/>
City:	<input type="text"/>
Work Phone:	<input type="text"/>
Water Board:	<input type="text" value="Any"/>
Dept:	<input type="text" value="WQ"/>
<input type="button" value="New Search"/>	<input type="button" value="Refine Search"/>
<input type="button" value="Cancel"/>	

- c. The system will locate all records that match the criteria you entered and display them in a table at the bottom of the screen. Locate the correct Organization and click on the "Select" hyperlink at the far right of the table.

Search Results:						
						Previous 1-1 of 1 Next
Party ID	Name	Type	Work Phone	Mailing Address	Dept	
32420	Oakdale City	Organization	2098474245	455 S 8th Ave., Oakdale, California, 95361, USA	WQ	Select

- d. You will automatically be returned to the Parties tab. To finish linking the Party select "Responsible Party" from the Relationship dropdown and press "Save".
- e. Repeat steps a-c and select the role/relationship of Water Board when you return to the Related Parties tab.
2. Next, you will be required to link the Case Worker to the violation using the "Link Person" button. Press the button to bring up the Party search screen.

Related Persons	
<a href="#">Link a Person</a>	
Person Name *	Role/Relationship *

3. Once at the Party search screen, locate the Case Worker for the permit by typing in his or her name and pressing "Search."

Enter any search criteria and click "Search".	
Party ID:	<input type="text"/>
Party Type:	Person
Name:	<input type="text" value="John Ginn"/>
Mailing Address:	<input type="text"/>
City:	<input type="text"/>
Work Phone:	<input type="text"/>
Water Board:	Any
Dept:	WQ <input type="button" value="v"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	

4. You will receive a list of all persons that matched your search criteria; select the correct record from the list by clicking the "Select" hyperlink.

Search Results:						Export to Excel Show: 10
						Previous 1-1 of 1 Ne
Party ID	Name	Type	Work Phone	Mailing Address	Dept	
145739	John Ginn	Person	916-341-8883	1001 I Street, Sacramento, California, 95814, USA	WQ	Select

- You will be brought back to the related Parties tab, select "Assigned Water Board Staff" from the relationship dropdown and press "Save". Additional people of interest can be linked to the Violation in this manner.

Link a Person			
Person Name *	Role/Relationship *	Comment	Start Date *
John Ginn	Assigned Water Board Staff		10/21/2008

- If there are related parties that should not be linked to the violation or have been linked to the violation more than once, these parties should be unlinked. You can do this by clicking on the "unlink" hyperlink at the right of the related party row.

Link an Organization					
Organization Name *	Role/Relationship *	Comment	Start Date *	End Date	
Oakdale City	Responsible Party		11/04/2008		Unlink
Central Valley Regional Water Quality Control Board, Sacramento Office	Water Board		11/04/2008		Unlink
Oakdale City	Responsible Party		11/04/2008		Unlink

- The system will ask you if you are sure you would like to do this. Click "yes" if you are sure. Click "cancel" if you are unsure and no changes will be made

Related Organizations					
Organization Name *	Role/Relationship *	Comment	Start Date *	End Date	
Oakdale City	Responsible Party		1/04/2008		Unlink
Central Valley Regional Water Quality Control Board, Sacramento Office	Water Board		1/04/2008		Unlink
Oakdale City	Responsible Party		1/04/2008		Unlink

Are you sure you want to Unlink?

OK Cancel

- Proceed to the Related Places tab.

## Related Places Tab

### Business Rules

- Linked Places:
  - ❖ The Discharger's Facility (Relationship: "Originating")

### Instructions:

1. The Discharger's Facility has already been linked to the violation with the relationship of "Originating". Please verify that it is the correct facility.

Save		Link a Place	Link a Discharge Point	<input type="checkbox"/> Show Only Discharge Points	<input type="checkbox"/> Show Inactive Relatio
Place Name*	Place Type	Role/Relationship*	Start Date*		
Demo North CS	Collection_System	Originating	10/21/2008		
* - Indicates required					

2. Additionally, you can link Discharge Points or other locations that may have some relation to the violation by pressing either the "Link a Place" or the "Link a Discharge Point" buttons.

General Info				Related Parties	Related Places	Linked Enforcement Act
Save		Link a Place	Link a Discharge Point	<input type="checkbox"/>		
Place Name*	Place Type					

## Linked Enforcement Actions Tab

### Instructions:

1. The Linked Enforcement Actions tab lists all of the enforcement actions that are related to the related place. To relate the violation to the enforcement action, click the "Add Violation to this Enforcement Action" hyperlink next to the appropriate record.

Enforcement Actions Linked to this Facility					
Enforcement Action ID	Enforcement Action Title	Type	Status	Linked?	
350453	Notice of Violation for State Water Resources Control Board	Notice of Violation	Active	No	<a href="#">Add Violation to this Enforcement Action</a>

2. We will discuss how to create new enforcement actions using this tab in the Enforcement User Guide.

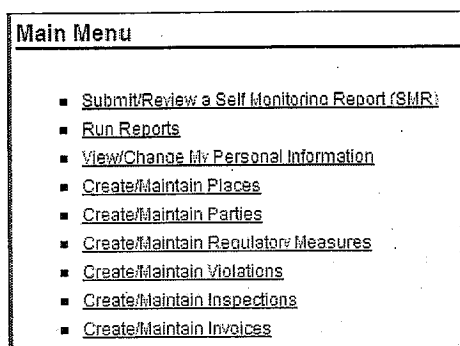
## Creating Violations through other Modules

Violations can be created within other CIWQS modules as demonstrated below. A violation record will contain the same information irrespective of which module is used to create it. Therefore, the choice of which module to use is strictly a matter of personal preference and convenience on behalf of staff.

### Inspection Module

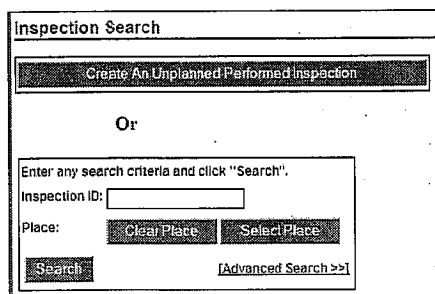
#### Instructions:

1. To create a violation through the Inspection module, you must first select the "Create/Maintain Inspections" hyperlink from the CIWQS Main Menu.



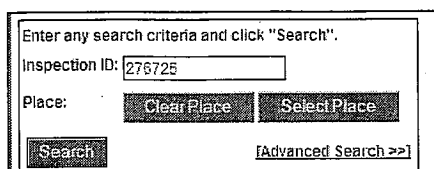
The screenshot shows a window titled "Main Menu". Inside, there is a list of menu items, each preceded by a small square icon. The items are: "Submit/Review a Self Monitoring Report (SMR)", "Run Reports", "View/Change My Personal Information", "Create/Maintain Places", "Create/Maintain Parties", "Create/Maintain Regulatory Measures", "Create/Maintain Violations", "Create/Maintain Inspections", and "Create/Maintain Invoices".

2. After arriving to the inspection search screen you can either create a new inspection by clicking on the "Create an Unplanned Performed Inspection" button or search for an already existing inspection. For this demonstration, we will use an existing inspection (for information on creating/maintaining an inspection consult the Inspections User Guide).



The screenshot shows a window titled "Inspection Search". At the top, there is a button labeled "Create An Unplanned Performed Inspection". Below this button is the word "Or". Underneath, there is a text box with the prompt "Enter any search criteria and click 'Search'". Below this text box are two input fields: "Inspection ID:" followed by a text box, and "Place:" followed by two buttons, "Clear Place" and "Select Place". At the bottom left is a "Search" button, and at the bottom right is a link labeled "[Advanced Search >>]".

3. To search for inspection; start by either entering an Inspection ID or selecting a place using the place search. For more criteria click on the "[Advanced Search >>]" hyperlink. Once your criteria has been entered press "Search".



This screenshot is similar to the previous one, but the "Inspection ID:" text box now contains the value "276725". The "Search" button and the "[Advanced Search >>]" link are still visible at the bottom.

- A list of the Inspections matching your criteria will be returned. You can sort the list you by clicking on any of the column headers or you can export it by clicking the "Export to Excel" hyperlink. Select the appropriate inspection from the list by clicking on its Inspection ID.

Search Results Export to Excel Show: 10

previous 1-1 of 1 next

Inspection ID	Place	Inspection Type	Planned Start Date	Planned End Date	Actual Start Date	Actual End Date	Staff Assigned	Inspection Performed?	Status
276725	Division 7	B Type compliance inspection	06/20/1996	06/20/1996	06/20/1996	06/20/1996	Rosario Aston	Yes	Performed

- After clicking on the ID you will be taken to the Inspections General Information tab. Proceed directly to the "Alleged Inspection Violations" tab by clicking on it.

Inspection [\[Back to Search Screen\]](#)

Inspection ID: 276725  
 Status: Performed  
 Staff Assigned: None  
 Inspection Type: B Type compliance inspection  
 Facility: Division 7

[Inspection Entry](#) | [Related Parties](#) | [Alleged Inspection Violations](#) | [Documents](#) | [Addn. Info](#) | [Attachments](#)

[Save](#) | [Select Place](#)

- Once on the Alleged Inspection Violations tab, you can create a new violation by pressing the "Launch Violation Wizard" button.

[Inspection Entry](#) | [Related Parties](#) | [Alleged Inspection Violations](#) | [Documents](#) | [Addn. Info](#) | [Attachments](#)

[Save](#) | [Link a Violation](#) | [Launch Violation Wizard](#)

Violation ID	Violation Type	Program	Status	Discovery Date
--------------	----------------	---------	--------	----------------

- When the button is pressed the Violation Wizard will launch to walk you through creating a violation.

What is the Violation Type of the Violation being created?  
 [See Definitions](#)

Enter the Violation Description: [See Definition](#)

Enter the Violation Occurrence Date:

Select the Appropriate Program:  
 [See Definitions](#)  
Note: If no programs are displayed, please return to the Inspection record and assign a program.

Is this a Priority Violation?  
☐ [See Definitions](#)

[Create Violation](#) | [Cancel](#)



8. Start by selecting a Violation Type from the first dropdown and entering a Violation Description that complies with the business rules.

What is the Violation Type of the Violation being created?  
Other Requirement -> Permit Condition   
  
Enter the Violation Description: [See Definition](#)  
6.3.a Effluent flow meter must be calibrated every 12 months.  
Effluent flow meter has not been calibrated in past 12 months.

9. Enter the date the violation occurred, if the occurrence date is not known use the discovery date.

Enter the Violation Occurrence Date:  
09/30/2008

10. Next, select the appropriate program for the Violation. Please note: the programs available for selection will be limited to those linked to the Inspection.

Select the Appropriate Program:  
NPDES ☒ [See Definitions](#)  
Note: If no programs are displayed, please return to the Inspection record and assign a program.

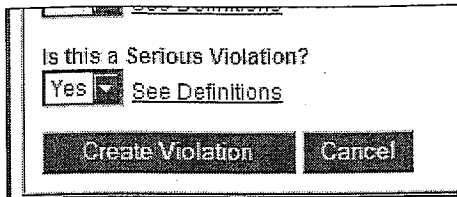
11. From the "Is this a Priority Violation?" dropdown you can either choose Yes or No. Choose whatever is consistent with the violation you are reporting, consult the Enforcement Policy for more information on priority violations.

Is this a Priority Violation?  
Yes ☒ [See Definitions](#)  
  
Is this a Serious Violation?  
☐ [See Definitions](#)

12. If you selected "NPDES" as the program, and marked the violation as a priority violation, the "Is this a Serious Violation?" option will appear on the violation wizard. Choose the appropriate option; consult the business rules for information on serious violations.

Is this a Serious Violation?  
Yes ☒ [See Definitions](#)

13. The violation wizard is now complete, press the "Create Violation" button.



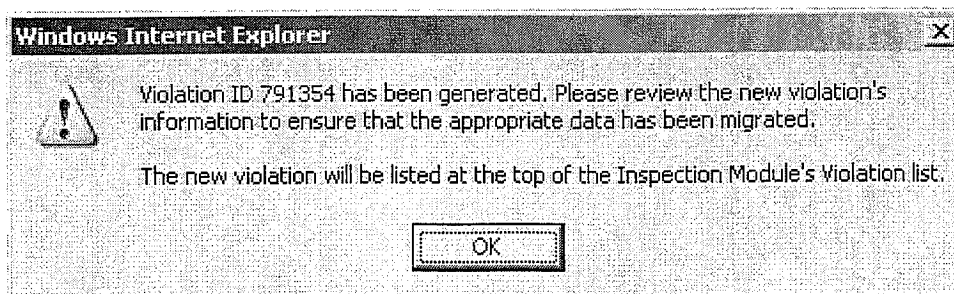
Is this a Serious Violation?

☒ Yes [See Definitions](#)

14. In addition to the selections made, the violation record will be pre-populated as follows

Entity	Relationship to Existing Inspection	Relationship to New Violation Record
Place	Inspected place	Originating
Party (Organization)	"Owner" or "operator" of inspected place	Responsible Party
Regulatory Measure	Linked regulatory measure	Regulatory measure that was violated
Regional Board	Organization related to regulatory measure (that inspection is assessing compliance with) that has the relationship of "Regulating"	Water Board
Staff (Person)	Person related to regulatory measure (that inspection is assessing compliance with) that has relationship of "staff"	Assigned Water Board Staff

15. After creating the violation you will be notified by a pop-up that the creation was successful and it will provide you with a violation ID. Press "Ok" after writing down the violation ID and you will be returned to the Alleged Inspection Violations tab.



16. The violation you created will be listed at the top of the table on the Alleged Inspection Violations tab. To open the violation to make updates or review information click, on the Violation ID hyperlink.

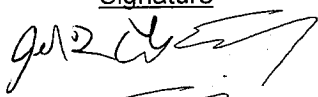

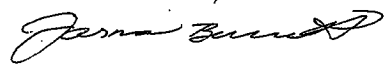
Inspection Entry	Related Parties	Alleged Inspection Violations	Documents
Save	Link a Violation	Launch Violation Wizard	
Violation ID	Violation Type	Program	Status
<a href="#">791354</a>	Late Report	NPDES	Violation

## eSMR<sup>2</sup> Module

### Instructions:

For information on how to create violations through the eSMR<sup>2</sup> program, please consult Part 3 of the eSMR Review Guide (page 6).

### APPROVAL SECTION

<u>Approver</u>	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
Document Initiator	John Ginn / Eric Maag		1/20/09
CIWQS Quality Assurance Lead	Eric Maag		1/20/09
Statewide CIWQS Coordinator	Jarma Bennett		1/20/09
Business Rules Team	Committee Members Present	Approved as Meeting Agenda Item	1/20/09